



**MANAGING THE CIVILIAN RECOGNITION  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Pages: 3

Distribution: F

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**AFI 36-1004, 8 February 2001, is supplemented as follows:**

This supplement and AFI 36-1004 explain how to manage the Air Force program to recognize the achievements of civilian employees. It applies to all AFMC units and employees as defined in 5 CFR 430.202(a)(2). This supplement does not apply to the Air National Guard or US Air Force Reserve units and members

1.6.4. (Added) Installation Awards Monitor. Each Civilian Personnel Office (CPO) will designate an awards monitor. The awards monitor is responsible for informing managers in the servicing area on award authorities available to them under this supplement. The awards monitor will serve as liaison between the managers serviced and parties outside the serviced area to whom nominations are forwarded. The awards monitor will ensure that all nominations submitted for higher level consideration are complete, meet the criteria for the award, are prepared to an acceptable level of quality to the receiver of the nomination, and are submitted in a timely manner.

**2.5. Using the Productivity Cash Incentive Program (PCIP). Note:** When sending the Productivity Cash Incentive Program request to HQ USAF/DPC for approval, provide a courtesy copy to HQ AFMC/DPQ.

3.3.1. Local procedures should be developed to track the number of hours awarded during the year to ensure that individuals do not exceed the maximum.

**4.4. Processing Honorary Awards.** Honorary award recommendations requiring review or approval at MAJCOM or higher will be submitted on AFMC Form 384, **Award Recommendation Transmittal**, through local incentive award channels to HQ AFMC/DPQ. Before submitting an award for MAJCOM approval, initiator will review Personnel Information Files (PIFs)/official civilian records for negative quality force indicators on personnel they are recommending for award of a decoration and will sign a statement verifying that the review has been completed. The nomination recommendation will include a cover memo which states, "The initiator of the proposed civilian award, (name and office symbol),

verifies that the official records of (name of nominee), during the inclusive dates of the (name of proposed award), do not contain any disciplinary or adverse action information, or action is not pending, that reflects unfavorably on the exemplary performance deserving recognition.” Recommend supervisors maintain documentation (signature approval and narrative) indefinitely in the Employee Personnel Folder (EPF) for the Civilian Achievement Award, Exemplary Civilian Service Award, Meritorious Civilian Service Award, and the Decoration for Exceptional Civilian Service Award. Review justification of incentive award nominations to ensure other like awards received during the award period are not a duplication of accomplishments. If the time frames of the awards overlap, please include a copy of the previously approved award(s) when submitting for MAJCOM approval or higher. When preparing honorary award packages, refer to the Civilian Honorary Award Quality Check List, samples, and guidance provided on the World Wide Web at: <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DP/dpq>.

4.4.3. (Added) Nomination Deadlines. Any nomination submission that does not comply with the nomination submission limits set for each award as described in Table 4.1., Air Force Honorary Awards, must be accompanied by a memo of justification explaining why the nomination is untimely and should be processed.

4.4.4. (Added) Award Engraving. Engraving awards is at the option of each installation. Sufficient stocks of award elements should be maintained at each installation.

**4.6. Non-Air Force or Non-Federal Honorary Awards.** Criteria and instructions for awards and nomination procedures are provided to AFMC award monitors on the World Wide Webb. Refer to Civilian Award Solicitation Schedule and Award Criteria at: <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DP/dpq>.

**4.7. Nomination Deadlines.** HQ AFMC/DPQ provides the dates when each award nomination is due to MAJCOM. It is not necessary to wait for the official “call” to start local solicitation for these award nominations. The dates are available on the World Wide Webb. Refer to Civilian Award Solicitation Schedule and Award Criteria at: <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DP/dpq>.

**4.10. Other Air Force Recognition.** The following stock numbers are provided for your convenience. Air Force Outstanding Unit Award (AFOUA), 8455-00-891-8529 and Air Force Organizational Excellence Award (AFOEA), 8455-00-488-5513.

**4.11. Special Command Trophies and Awards.** Special installation trophies and awards designed to recognize quality and productivity improvements are encouraged. Copies of installation award program instructions should be forwarded to HQ AFMC/DPQ so that unique programs may be shared with other AFMC installations.

4.11.1. Proposals to present a special command trophy or award to a nationally prominent person serving as an expert or consultant should be sent to HQ AFMC/DPQ giving sufficient time for review of the proposal.

**4.12. Recognizing Length of Service.** HQ AFMC/DPQ will acquire a Business Object query quarterly for preparing the 40 and 50-year length of service certificates. Employees requesting a length of service certificate reflecting combined military and civilian time should be submitted to HQ AFMC/DPQ in the form of a memo. The employees’ service computation date and creditable federal service should be verified by the requesting installation. Letters of appreciation may be accomplished at installation level for those employees reaching 40 and 50 years of service. The AFMC/CC or CV will sign letters of appreciation for those employees reaching 50 years of service.

**4.13. Certificate of Retirement and Retirement Pin.** For retiring AFMC Senior Executive Service (SES), senior level (SL), scientific and professional (ST) personnel, and personnel in the grade of GM/GS-15, a letter of appreciation (prepared by employee's supervisor) will be signed by the AFMC Commander or Vice Commander. The letter will reflect significant accomplishments of the retiree. A minimum of 30 days must be allowed for headquarters to staff the letter of appreciation and for return to the installation for presentation. When forwarding proposed letters of appreciation please provide the following information: Name, Grade, Position Title, Go-by Name, Spouse's Name, Retirement Date, and Ceremony Date. A sample letter of appreciation can be reviewed at: <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DP/dpq>.

4.14.18. (Added) AFMC Form 217, **Recognition Certificate Folder (White Paperback)**, may be used to hold letters and certificates of awards/recognition for presentation.

**4.15. (Added) Installation Supplements.** HQ AFMC encourages each installation to develop internal procedures that provide a quality program for employee, team, and unit recognition. Copies of all installation supplements to AFI 36-1004 should be forwarded to HQ AFMC/DPQ so that unique ideas may be shared with other AFMC installations.

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